



TITLE: CHIEF PROBATION OFFICER

FLSA: Exempt

BOARD APPROVED:

CONTRACT

DEFINITION

Under policy direction of the presiding judge of the Superior Court and under fiscal program direction of the Board of Supervisors, through the Chief Administrator, plans, organizes, administers and supervises the operations of the Probation Department, including the Juvenile Detention Facility. Performs related administrative and professional work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the presiding judge. Receives fiscal and program direction from the Board of Supervisors, through the Chief Administrator. Provides direct supervision of the Probation Department and Juvenile Detention Facility management and supervisory personnel.

CLASS CHARACTERISTICS

This is a department head level position and serves as the appointing authority for all personnel of the Probation Department including the Juvenile Detention Facility. This position is appointed by the presiding judge of the Superior Court, and the presiding judge of the Juvenile Court as provided by law. This position is responsible to provide services to the Court as needed, including but not limited to, juvenile detention, crime and delinquency prevention programs, court investigations, and supervision of adult and juvenile offenders. This position differs from other department head positions because the incumbent reports directly to the presiding judge; however, the administrative functions of the department are directed by the Board of Supervisors and the Chief Administrator. The Chief Probation Officer is a sworn peace officer under P.C. 830.5.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, administers and supervises the operations of the Probation Department, including Juvenile Detention Facility operations, ensuring compliance with all applicable local, state and federal laws and regulations.
- Acts as the appointing authority for the department. Assigns, supervises and evaluates the work of the Probation Department and Juvenile Detention Facility personnel; oversees and participates in the selection of new personnel. Ensures the provision of adequate staff training as needed.

- Administers the department's annual budget; controls expenditures and monitors revenues, and ensures the preparation of required financial records and reports.
- Plans and implements departmental policies and procedures.
- Supervises and participates in peace officer duties, including investigative and arrest duties related to persons on probation or parole, as well as those coming under the jurisdiction of the Juvenile Court.
- Plans, initiates and directs new programs for juvenile and adult probation and rehabilitation; develops and administers County programs in adult and juvenile delinquency prevention.
- Cooperates in and coordinates programs and services with local, state and federal law enforcement and social service agencies.
- Interprets new laws and updates policies and procedures to ensure departmental compliance; reviews cases to ensure legal sufficiency and compliance with departmental policies, procedures and the law.
- Plans and develops assistance to superior and justice courts, as necessary.
- Investigates internal and external complaints, and initiates appropriate corrective action. Receives, investigates and responds to public inquiries and requests for assistance.
- Addresses civil and community groups to inform the public of and to gain support of departmental programs.
- Manages County-wide criminal justice system advisory group and County parole services.
- Attends meetings, conferences and training seminars to enhance job knowledge and skills and to maintain certifications; serves as a member of various councils and committees as appointed.
- Performs various administrative duties as necessary, including preparing and reviewing comprehensive reports and correspondence, analyzing statistical data for reports, attending and conducting meetings, etc.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- The operations, methods and procedures of a County probation department;
- Community resources available for referral of adults and juveniles;
- Causes, extent and control of crime and delinquency;
- Basic principles and practices of applied psychology;
- Current trends in probation treatment programs;
- Principles and practices of adult and juvenile probation work;
- Legal statutes and court decisions pertaining to juvenile and adult probation;
- Court procedures; supervisory concepts and principles;
- Administrative principles involved in developing, directing and supervising various programs of the department;
- Government budget preparation and administration.
- Applicable Federal, State, County, Department, and Division laws, regulations, ordinances, policies and procedures related to adult and juvenile probation;
- Modern office practices, methods and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;

- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

- Administer and supervise the operations of a County probation department;
- Plan, direct and supervise the work of others;
- Use independent judgment and discretion in supervising various programs;
- Make sound, educated decisions;
- Read and interpret complex materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear, concise manner;
- Maintain effective working relationships with those contacted on the job;
- Effectively administer the departmental budget;
- Use computers for data and word processing;
- React calmly and professionally in emergency or stressful, emotional situations;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Work independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Make accurate arithmetic, financial and statistical computations;
- Maintain high personal standards of ethics and integrity;
- Maintain significant flexibility in daily operations and decision making;
- Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Graduation from an accredited four-year college or university with a Bachelor's degree in the behavioral or social sciences, criminal justice, or a closely related field of study.
- Five (5) years of professional experience as a probation officer or Juvenile Detention Facility Superintendent or in the law enforcement field, including three (3) years of supervisory or administrative experience.
- Other combinations of education and experience may be considered.

License & Special Requirements:

- Requires a valid California driver's license.
- Must maintain Penal Code 832 qualifications, and Standards and Training for Corrections (STC) certifications.
- Requires a current certification or re-certification in CPR and First Aid.

- Within 12 months of selection, must successfully complete the Manager's and Administrator's Core Course, and any other courses required or permitted by California Board of Corrections and Rehabilitation Standards and Training for Corrections program. Completion of the CPOC Command College is desirable.

PHYSICAL DEMANDS

Requires the ability to exert significant physical effort, which may include making arrests, subduing resisting individuals, chasing fleeing subjects, running, crouching or crawling during emergency operations; requires significant dexterity in the use of fingers, limbs and body in the use of firearms; requires the ability to perform semi-skilled repetitive movements such as data entry. Requires the ability to maintain effective audio-visual discrimination and perception required for making observations and communicating with others. Incumbent must maintain professional composure and effectiveness at all times. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Various office, field and County facility settings; involves the potential for high stress levels and exposure to hostile situations. Tasks require occasional exposure to adverse weather conditions (extreme heat/cold, wet conditions), blood borne pathogens and irregular working hours.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**